

ABOUT US

MAGNUM FBO has been a successful ground handling company for business jets since 2012. We offer a range of ground handling services throughout Austria and, since 2019, also in Slovakia.

Motivated qualified employees, as well as satisfied international aircraft operators and their passengers are our core philosophy, and we are looking for new staff members for this interesting and versatile position!



MAGNUM FBO



JOIN OUR TEAM AS OFFICE ASSISTANT

JOB DESCRIPTION, RESPONSIBILITIES AND DUTIES

- Assist with administrative tasks related to customer care, such as invoicing, accounting, processing credit card statements.
- Answer customer inquiries via phone and email and provide general customer support
- Assist with Special Projects, by provide additional support as needed across various departments.
- Maintain a clean and organized office environment.
- Assist in organizing and scheduling appointments, managing office supplies and inventory, and maintaining accurate records.
- Assist with the coordination of meetings and events, including scheduling, invitations, and catering.

PERSONALITY REQUIREMENTS AND SKILLS

- You have a driving license B.
- You speak Slovak and fluent English
- Excellent organizational and multitasking abilities.
- Strong communication skills, both verbal and written.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook) and basic office equipment.
- Positive, can-do attitude with a strong focus on customer service.

Wage (gross)

€ 1.600,-- GROSS. WAGE, 12 TIMES YEARLY. FIRST 3-MONTH TRIAL PERIOD.

DEPENDING ON YOUR QUALIFICATIONS AND PROFESSIONAL EXPERIENCE, OVERPAYMENT IS POSSIBLE.

Contract Type

FULL-TIME

Place of Work

AIRPORT BRATISLAVA (BTS), IVANSKÁ CESTA, BRATISLAVA

Send your CV to:

HR@MAGNUMHANDLING.COM